

**Reading School
Admissions Policy
Admissions Arrangements for Year 7 places for day boys
for entry in September 2018**



Co-ordinated secondary admissions

Reading School's admissions process is in line with the co-ordinated secondary school admissions scheme as set out in the DfE Code of Practice 2011.

School covered by these arrangements

These admission arrangements apply to Reading School.

Application for a place

Applications will be made on the appropriate Local Authority (LA) common application form. Parents/carers may express up to 3 preferences and give reasons for those preferences. In addition, applications must be made directly to Reading School.

For entry in September 2018 a boy's date of birth would normally fall on or between 01.09.06-31.8.07 and he **must** be working in Year 6 at the time of testing. See section headed 'Children who are not in the normal age group' for further information.

Entrance Tests

The entrance tests will consist of two 50 minute papers, each of which assesses verbal, numerical and non verbal ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively. These tests can only be taken once. There are no practice papers for sale in respect of these tests. A familiarisation sheet of questions can be found on our website. They will be tests for which no additional preparation is necessary.

The raw scores will be age standardised. The ranking is determined by the aggregate of the age standardised scores of both tests. The entrance tests will take place on **Saturday 16th September 2017**. There will be other schools that will be using the same tests as Reading School. If your son takes our test after this date and is found to have taken the same test, then we will use the raw scores from the first test he took, even if it was at another school.

Timetable

The admissions process for routine admission into Year 7 of a secondary school in 2018, the routine admission round, begins in May 2017 and ends on 31 August 2018.

Applications must be made to Reading School in addition to the LA. The tests will take place at Reading School and the LA will offer places on behalf of Reading School on 1 March 2018.

Deadline of receipt of applications

The Reading School registration form will be available online on 1st May 2017. For families without online access, please contact the school admissions office. Applicants applying for entry to Year 7 in September 2018 should submit the form to the school **by midday on Tuesday 20th June 2017**.

Applications received after the deadline

Applications received after the deadline will be treated as late applications and will not be accepted. However, applications that are received late for a good reason may be considered, if evidence of exceptional circumstances are given. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case or if the applicant has moved into the area after the deadline (evidence will be required). Any such candidates will be tested in June 2018. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

Admissions outside the routine admissions round – Non-routine admissions

Applications for entry to Year 7 after the end of the routine admission round and applications for entry to Years 8, 9 or 10 at any time are treated as non-routine admissions. Applications must be made directly to Reading School. Reading School has accepted Reading Local Authority's In Year Fair Access Protocol. Attention is drawn to the Reading School policy 'Non-Routine Admission Arrangements'.

Designated area for Day Applications

The designated area is determined by the postcode of the student's home address and guidance on the designated area is available on the school website. Places will be offered to students who are ranked high enough according to the entrance test scores and who reside within the designated area. Only if there are further places available will students who achieve the academic standard and live outside the designated area be considered. **In order to be considered as living in the designated area, the student's address on 31st August 2017 will be the address that is used.** This must be the student's permanent home address with their parent(s) / carer(s), e.g. the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday) and the school may ask for documentary evidence to support the application. The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

Inclusion

The parents of any child with special educational needs or a disability, who are applying for a place at the School, should write to the Admissions Officer at Reading School so that any special arrangements that might need to be made to enable the child to take the entrance tests, can be discussed. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to the need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant's current school. Reading School may contact the applicant's primary school to verify and confirm existing arrangements.

Fraudulent Applications

Any information that is subsequently proven to have been provided fraudulently will potentially invalidate that application.

Oversubscription Criteria

After the admission of boys who have a statement of special educational needs or an Educational Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. A cut-off point will be determined, below which students will be deemed not to benefit from the style of education provided at Reading School and these students will not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below.

All applicants above the cut-off point will be ranked in the following order and within each category strictly by their performance in the test

- i) The applicant is a looked after child or previously looked after child¹
- ii) The permanent home address of the student is within the designated area of the school and the student is pupil premium or service premium child². Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to pupil premium/service premium will be required.
- iii) The permanent home address of the student is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the student.
- iv) Students whose home address is NOT in the designated area of the school.

A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves. Parents of children above the cut-off point who change their preference following allocation day i.e because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria. Equally any child ranked as category iv) who moves into the designated area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category iii).

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardian ship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order
 - Adoption Order

² Pupil Premium are those pupils who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The [service premium](#) is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria: one of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last 3 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

The tie-break situation

The following criterion will be used to allocate places as between borderline candidates who cannot be distinguished in terms of academic ability.

With regard to the historic links with the Borough of Reading, eligible boys living nearer to the School will be accorded a higher priority in the allocation of day-boy places. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council digital mapping software. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Reading School, this will be Reading Local Authority.

Children who are not in the normal age group

Such boys must be studying in Year 6 at the time of testing. Applicants who sit the tests early and are not successful, will only be permitted to apply again the following year provided they are repeating Year 6. Written confirmation from the school will be requested. Any boy who has moved on to Year 7 will **not** be accepted.

Offer date

The home LA will inform all parents/carers in writing of the school allocated to their child on the national offer date of 1 March 2018.

Results

Reading School will post results of tests to parents in advance of the Common Application date (31st October 2017). If your son is assessed as suitable for admission to Reading School, you may wish to list Reading School as one of your preferences on your Common Application Form. However being assessed as suitable for Reading School will not guarantee that your son will be offered a place as it is extremely likely that more boys will qualify for places than the School can accommodate. In this case we will apply our oversubscription criteria as listed above.

Waiting lists

During the routine admission round a 'waiting list', as detailed above, will be administered if the school has more applicants than places available. Reading School will keep a waiting list open until 31st January 2019. This list will be made available to the LA who will offer places on our behalf should a vacancy arise.

Passport Requirements

All students must be entitled to hold a full British Citizen passport, be a national of the European Economic Area or have the right of residence in the United Kingdom. The holding of a British Overseas or British Dependent Territories passport does not make a child eligible for a State Boarding School education, neither does a temporary student visa.

Reading School Admissions Numbers

The Admission Number for day places in Year 7 in September 2018 is 138.